

~~CONFIDENTIAL~~Proposed book dispatch

TO : Chiefs of Stations and Bases
SUBJECT : New Payroll Numbers for Staff Employees
ACTION REQUIRED: As indicated in paragraphs 2 and 3

1. Effective with pay period number one for 1960, which begins on 29 November 1959, a new series of identification numbers consisting of five digits will be placed in use for staff employees. This is part of a program at Headquarters to adopt a unified or common index number system. New numbers for employees at your station/base are on the attached list.

2. This changeover to a new series of numbers shall be accomplished at all stations and bases effective with the pay period beginning 29 November 1959. New numbers shall be identified with staff employees at your station and used in connection with their pseudonyms on all payroll documents, (including transfers of accountability (T/A's) or station accountings reporting field allotments paid and duty status reports) in correspondence, and on miscellaneous forms pertaining to the individual. This change affects staff employees only.

3. Any documents (T/A's, station accountings reporting field allotments, duty status reports, etc.) submitted to

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Headquarters subsequent to the regular reports for the period ending 28 November 1959 shall be submitted using the new number even though such document may be for a period prior to the effective date of conversion. This requirement is made because all of Headquarters' staff employee payroll records will be converted to the new number as of 29 November 1959.

4. Beginning with the pay period 29 November - 26 December 1959 earnings statements will no longer require sterilization of names upon receipt at the station since such statements will be in pseudonym. An earnings statement for this pay period will be sent to the field for each staff employee showing the new payroll identification number to serve as verification of the new numbers in the conversion of the field station files. New numbers will also be provided to the field on the Foreign Duty Data Sheets for employees currently departing Headquarters who may be omitted from the list attached. Do not use these new numbers before the effective date.

5. If a new number is required on or after the effective date stated, but it has not been reported through one of the methods indicated, prepare the necessary information or report for submission to Headquarters using the employee's pseudonym only, and advise Headquarters that a number is required for the employee(s) involved. Leave the number space

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blank. The new number will be added at Headquarters, as necessary, during the interval of the conversion.

6. Do not use the old numbers after the effective date (29 November 1959) on any reports or communications submitted to Headquarters, except for the regular reports for the pay period ending 28 November 1959, as stated in paragraph 3 above.

ATTACHMENT: